

APPENDIX I --- E-competencies

The Government Documents Round Table of the American Library Association has identified the following e-competencies for government documents librarians. They represent a GODORT effort to describe the technical skills and knowledge that depository librarians need to possess in order to provide effective service with electronic products.

They are reproduced here from the ALA-GODORT web site as of September 2003. They are defined and expanded on the site, located at <http://sunsite.berkeley.edu/GODORT/gitco/ecomps.html>.

Tier I: E-Competencies That Every Depository Librarian Should Have

1. Computers 101
2. An understanding of GPO's Minimum Technical Guidelines.
3. Competency with Windows operating system.
4. Competency with web browsers and file formats.
5. Competency with e-mail.
6. Competency with electronic catalogs.
7. Competency with web URLs.
8. Awareness of user ability and experience.

Tier II: Skills Which At Least One Depository Staff Member/librarian Must Have

1. Ability to use Tier I knowledge to install and troubleshoot software
2. Basic skills with word processing and spreadsheet software
3. DOS commands, to support a number of older (CD and floppy) electronic products

Tier III: Skills Which Are Very Helpful To Have, Especially In A Depository Library Serving Clientele Performing Research

If your library does not possess these resources or skills, be able to refer to another depository, such as your regional or other local research library's depository.

1. Competency with database software, such as MS Access, FilemakerPro, etc.
2. Basic UNIX commands
3. Competency with statistical software, such as SPSS and/or SAS
4. Ability to do all of the pc skills above with Mac, too
5. Web authoring skills
6. Competency with GIS applications and data